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|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL | |
| | Chapter 12: Foster Family Home Licensing | Effective Date: 3/1/07 |
| | Section 14: In-Service Training Requirements | Version: 1 |

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| POLICY | OLD POLICY: 610.3 |
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The Indiana Department of Child Services (DCS) requires each person who is issued a license to operate a foster family home to successfully complete ten hours of In-Service Training annually following completion of their initial licensure.

DCS requires each licensee who accepts children with special needs to successfully complete twenty hours of In-Service Training annually, which includes ten hours of training as required in order to be licensed as a foster parent and ten hours of additional training that includes specialized training to meet the child's specific needs.

DCS requires each licensee who accepts children with therapeutic foster family home to successfully complete twenty hours of In-Service Training annually, which includes ten hours of training as required in order to be licensed as a foster parent and ten hours of additional therapeutic training to meet the child's specific needs.

DCS will allow any In-Service Training completed in the three month period prior to the end of the current training year to be counted toward the annual requirement for the next training year, if the In-Service Training credit is not needed to fulfill the training requirement for the current year. No more than five training hours can be carried over to the following year. Rationale for exceptions to In-Service Training requirements must be maintained in an individual file at each licensing agency.

DCS will allow licensees holding a:

- Foster Family Home license to earn up to four hours of alternative In-Service Training per year
- Therapeutic or Special Needs Foster Family Home license to earn up to eight hours of alternative In-Service Training per year

Code Reference

[465 IAC 2-1-16: Foster parent training](#)

[IC 31-27-4-2: Therapeutic Foster Family Home; licenses](#)

[IC 31-27-4-3: Special Needs Foster Family Home; licenses](#)

PROCEDURE

The applicant is in training status until the effective date of their license. Issuance of the foster care license demonstrates that all license requirements are met.

Each DCS region will provide opportunities for In-Service Training on a regular basis.

Foster parents who substitute alternative training hours will:

1. Verify alternative training activities are on [Approved Alternative In-Service Training](#) document lists
2. Contact their licensing worker to request approval of any non-approved training activities
3. Complete and submit a [Alternative Training Verification \(SF52643/CW2110\)](#) form to be approved by the licensing worker, if applicable

The licensing worker will:

1. Maintain documentation for In-Service Training requirement exceptions in an individual file at the local DCS or LCPA office
2. Log In-Service Training records, including dates of completion, in the foster family's case file and ICWIS
3. Track training hours and documentation by each participant, not by family or home
4. Request approval from the Central Office Foster Care Services Consultant for any alternative training requests that are not listed on the [Approved Alternative In-Service Training](#) document lists

If an individual previously held a foster home license, refer to separate policy, Chapter 12, [License Reinstatement](#).

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- [Approved Alternative In-Service Training](#)
- [Alternative Training Verification \(SF52643/CW2110\)](#)

RELATED INFORMATION

In-Service Training is available to prospective foster parents, licensed foster parents, prospective adoptive parents, DCS merit staff, and respite care providers. All In-Service Training curriculum must be related to the roles of the resource parent(s) in working with families and children and be approved by the Central Office Training Approval committee. Training hours will not be given nor will they be accepted for Quality Assurance purposes if they are not on the Approved In-Service Training list.

All requests for additions to the [Approved Alternative In-Service Training](#) document list should be sent to the Central Office Training Approval committee for review and approval. Only materials written or produced by credentialed authorities which are available to all foster parents free of charge or at a minimal cost will be approved.